

**Michigan Department of Education
Office of Special Education and Early Intervention Services**

Disproportionality Data Verification Process

July, 2008

Local education agencies (LEAs & PSAs) are given until September 5, 2008 to verify the accuracy of student data used to calculate the Weighted Risk Ratios/Alternate Risk Ratios (WRRs/ARRs) for districts. These data are contained on CDs mailed to LEA and ISD Special Education Directors. All submitted documents should be emailed or faxed to the attention of Lori Higgins, OSE/EIS, at 517-373-7504 or HigginsL@michigan.gov.

Districts should review student data for the school year in question (sent on CD).

If a district accepts the data as accurate, the LEA superintendent or designee signs the Data Verification Form* and faxes it to the OSE/EIS at 517-373-7504.

If a district identifies discrepancies in the student data used for calculation, the LEA superintendent or designee must sign and fax or mail the Data Verification Form* with complete supporting documentation to the OSE/EIS.

* This form is included on the CD and also available online at the MDE-OSE/EIS Disproportionate Representation webpage:

http://www.michigan.gov/mde/0,1607,7-140-6530_6598_48005---,00.html

Data adjustment and recalculation requests will be reviewed by the OSE/EIS, and LEAs will be notified in writing of one of the following outcomes:

1. The OSE/EIS sees no grounds for recalculating the WRR/ARR/RR, and current ratios stand.
2. The OSE/EIS concurs with the discrepancies and recalculates the WRR/ARR/RR, with the following possible outcomes.
 - ➔ Where the recalculated ratio(s) fall at or below 2.5 or, in the case of under-representation, increase to 0.4 or above, no further LEA involvement is required.
 - ➔ Where the recalculated ratio(s) remain greater than 2.5 or, in the case of under-representation, increase to 0.4 or above, further involvement in monitoring is required.

Steps for verifying district student data follow on the next page.

**Office of Special Education and Early Intervention Services
Michigan Department of Education**

**DISTRICT STEPS FOR STUDENT DATA VERIFICATION
for Disproportionate Representation Calculations**

July, 2008

To assist districts in verifying their student-level data for analysis of Disproportionate Representation, the Office of Special Education and Early Intervention Services (OSE/EIS) recommends that district staff follow the steps below. The OSE/EIS must be notified of any discrepancies and receive supporting documentation by email or fax in order for district risk ratios to be recalculated. ***Please do not email student level data without first encrypting it with a password.***

1. Upon receipt of notification of potential issues of disproportionate representation of specific racial/ethnic groups or disability categories in special education programs, the district's Special Education Director or Special Education Contact should review the student data with pupil accounting personnel. (Data files will be sent to the Special Education Director on a CD.)
2. Open the appropriate school year tab on the Excel spreadsheet received. For example, the first tab at the bottom of the document may read "Dec. 1, 2007." This is a listing of students reported by the district to the Michigan Compliance Information System (MI-CIS) for the 2007-2008 school year.
3. Select all rows in the list of student names on the first tab (Dec. 1, 2007) and highlight them in any chosen color. Then *Copy* and *Paste* this list into the third tab as a new worksheet file. Then click on the second tab (SRSD Data), select all rows of student names, copy and paste at the BOTTOM of the list in the third tab (adding no color highlight). Label that tab (at the bottom) "Merged files."
4. Again select the entire list, including the color-highlighted MI-CIS names. On the Data menu in the toolbar, select *Sort*. Sort by *Last Name*, then *First Name* then *Date of Birth*, in ascending order. The result will be a list with the color-highlighted (MI-CIS) December 1st student names merged with the non-color-highlighted SRSD student names for the selected school year.
5. Scan the entire list for all duplicates – any names that appear on the list in non-highlighted style AND in highlighted color style are students to be verified.
6. For tracking purposes (and to assist your review), you may wish to format each of these matched pairs in **bold style**.
7. Check to verify that each of the following entries match (SRSD and MI-CIS) for each of these duplicated students. Remember that spaces, hyphens and suffixes may place duplicate names in a different order on the lists if they are not entered in identical format. (For example: "Smith-Jones" is not sorted the same as "Smith Jones;" and "Smith, Jr." is not the same as "Smith Jr." or "Smith II."

8. Verify these field entries:
- Last name, First name (For sorting purposes, do these match? Are there duplications or gaps?)
 - Disability Category (If not entered in SRSD, correct this in the next submission.)
 - Resident District and Operating District (both correct for each student?)
 - Date of Birth (data were pre-selected for ages 6 – 21)
 - Race/Ethnicity
9. If any of the field entries DO NOT MATCH for a given student, select another color to highlight those cells. Examples:
- Primary Disability field language or code - "CI" vs. "EI"
 - Resident district field language or code - "XYZ Public Schools" vs. "ABC School District" vs. "LMNOP ISD"
 - Enter the CORRECT information in CAPS or **BOLD CAPS** to distinguish this from the incorrect information previously in the field, then highlight the cell in your second color.
10. When the entire list has been reviewed, all discrepancies should be highlighted, with correct information entered. Copy the first page of any "official" district document which shows parent/guardian identification of race/ethnicity (e.g., the district registration form), district documentation of a student's disability category (e.g., the first/signed page of an IEP), and/or correct resident/operating district names.

Please fax documentation forms to Lori Higgins at the OSE/EIS (517-373-7504).

Be sure to encrypt the highlighted/corrected Excel file with the same password before sending back to Pam Kies-Lowe at kies-lowep@michigan.gov for verification of data changes documented by the faxed documents.¹

Please contact Pam Kies-Lowe at 517-373-0926 or kies-lowep@michigan.gov with any questions regarding these steps for verifying the student-level data used to calculate district disproportionate representation ratios.

¹ Following this process for student data will also inform the district pupil accounting staff of common errors or inconsistencies to be corrected in future student data submissions and reports.